Lessons Learned Report

(Please print or type)

Part I (to be completed by the Originator)

Name:	Signature:	Position Title:	Date:

Problem/Issue:

Discussion:

Part II (to be completed by the ER Project Lessons Learned Coordinator)

Type:	Disposition: ☐ Accepted ☐ Rejected
	Justification for Rejection (if applicable)**:** ☐ Redundant ☐ Invalid Reason:
Redundant Lessons Learned: ☐ Yes If yes, enter the corresponding ☐ No Lessons Learned #:	

Lessons Learned:

References:

Name:	Signature:	Date:

QP-3.2

Los Alamos
Environmental Restoration Project

Completion Instructions for the Lessons Learned Report

Part I

1. **Originator —** The originator prints his or her name, position title as it appears on their position description, the date, and signs the report where indicated.

2. **Problem/Issue —** The originator enters a brief description of the problem or issue that precipitated the actions which resulted in the lessons learned.

3. **Discussion —** The originator enters information that addresses further actions taken and/or background issues pertinent to the lessons learned.

Part II

1. **Type —** The ER Project Lessons Learned Coordinator determines whether this is a Red, Yellow, or Green Alert, or a General Lessons Learned, and enters the identification (see Department of Energy Standard No. 7501-95 "Development of Lessons Learned Programs" for detailed instructions on making this determination).

2. **Disposition —** The ER Project Lessons Learned Coordinator checks "accepted" or "rejected" after reviewing the proposed lessons learned (see Section 4.3).

3. **Redundant Lessons Learned —** The ER Project Lessons Learned Coordinator determines whether this is a redundant lessons learned. If so, she or he enters the tracking number of the previous lessons learned that applies. Proposed lessons identified as redundant to a previous lessons learned should be evaluated against the previous lessons learned to ensure that correct actions were identified and effectively carried out. The ER Project Lessons Learned Coordinator will coordinate any necessary redundancy reevaluations with the originator.

4. **Justification —** The ER Project Lessons Learned Coordinator enters the reason the candidate lessons learned was and/or was not approved. (The originator should be notified).

5. **Lessons Learned —** The ER Project Lessons Learned Coordinator enters a description of the lessons learned. It should sum up what positive outcome could come from the use of the information contained in the lessons learned.

6. **References —** The ER Project Lessons Learned Coordinator enters the titles and tracking numbers of any documents used in the investigation and resolution of the problem or issue.

7. **ER Project Lessons Learned Coordinator —** The ER Project Lessons Learned Coordinator enters his or her name by printing and signing and the lessons learned report and entering the appropriate date where indicated. A signature in this block signifies approval of the lessons learned report.